

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Developmental Disabilities

PROGRAM: Community Developmental Disabilities Program (CDDP)

SUBJECT: Short Term Hourly Employee

<p>CDDP is requesting that an employee who has given notice be allowed to work no more than 10 hours per week through December 31, 2021, to allow for cross training of duties.</p>	<p>(X) <u>ACTION REQUESTED:</u></p> <p>It is respectfully requested that the CDDP be allowed to employ an individual for no more than 10 hours per week at current hourly rate through the end of the calendar year.</p>
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ATTACHMENTS:

Date: (10.20.21)

Submitted By: (Kim Beck)

*****For Internal Use Only*****

Checkoffs:

- () Exec. Asst.
- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Fiscal
- () Legal (copy)
- () Other-List:

To be notified of Meeting:

Needed at Meeting:

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Scheduled for meeting on: November 10, 2021

Action taken:

Follow-up:
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